

## EDITED KSA LISTING

### CLASS: ACCOUNTING ADMINISTRATOR III

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1.</b>	Extensive understanding of Accounting principles and procedures (i.e., Generally Accepted Accounting Principles and other related publications), as it relates to a very large and complex governmental accounting organization.
<b>K2.</b>	Extensive understanding of the accounting process and the interaction between governmental accounting and budgeting as it relates to a very large and complex governmental accounting organization.
<b>K3.</b>	Extensive understanding of the uniform accounting system, procedures, laws, rules, and regulations of the State of California to be in compliance with proper governmental accounting practices as related to a very large and complex governmental accounting organization.
<b>K4.</b>	Extensive knowledge of business management practices, including hiring, training, communication, and personal interaction in order to achieve the desired program goals and performance standards.
<b>K5.</b>	Extensive understanding of the functions of the control agencies and their inter-relationship to be able to communicate accounting policies, rules and regulations effectively.
<b>K6.</b>	Extensive knowledge of Business Law principles as it relates to a governmental entity.
<b>K7.</b>	Extensive knowledge of techniques for planning, organizing, and directing the work of others to efficiently accomplish the goals and objectives of the Office of Fiscal Services.
<b>K8.</b>	Extensive knowledge of the Department's Equal Employment Opportunity objectives to ensure discrimination free work environment.
<b>K9.</b>	Extensive understanding of a manager's role in the Equal Employment Opportunity program and the process available to meet the Equal Employment Opportunity objectives.
<b>K10.</b>	Extensive knowledge of safety policies and regulations within a work environment to promote a safe work environment.
<b>K11.</b>	Extensive knowledge of concepts of audit methodologies, internal control structures, and accountability to prevent financial audit findings.
<b>K12.</b>	Advanced knowledge of legal requirements impacting governmental accounting to maintain the integrity of the Departments financial condition.
<b>K13.</b>	Advanced knowledge of methods and techniques of automated accounting systems, including use of applicable software packages and equipment to ensure successful implementation of new accounting system.

Bold text indicates that the KSA is not currently listed on the classification specification.

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#	Knowledge, Skill, Ability
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	Skill to:
<b>S1.</b>	Facilitate meetings to share information with internal and external stakeholders in order to achieve open communication as it relates to accounting organization.
<b>S2.</b>	Identify critical items or issues to be researched for management resolution.
<b>S3.</b>	Instill and motivate staff to meet and exceed career and upward mobility expectations.
<b>S4.</b>	Communicate verbally and in writing to ensure clear understanding of directives.
<b>S5.</b>	Administer sound judgment and good work ethics to promote a positive work environment.
<b>S6.</b>	Direct the application of accounting principles and procedures to continue effective and efficient operation of a very large complex accounting organization.
<b>S7.</b>	Analyze data and draw sound conclusions in a large complex accounting organization to ensure accurate and timely financial information.
<b>S8.</b>	Analyze situations accurately and devise an effective course of action in a very large complex accounting organization to meet the Departments goals and objectives.
<b>S9.</b>	Direct the preparation of clear, complete, and concise reports to ensure accurate and timely financial information.
<b>S10.</b>	Manage a cooperative work environment with internal and external stakeholders to ensure timely completion of work assignments.
<b>S11.</b>	Manage the department's Equal Employment Opportunity (EEO) objectives to ensure a fair and equitable work environment.

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